



PROCESS SGT/SSG PROMOTIONS STUDENT HANDOUT

Student Handout Figure List

Figure #1 – Enlisted Promotion Report

Figure #1-1 – Explanation of Unit Enlisted Promotion Report

Figure #2 – DA 3355 – Promotion Point Worksheet

Figure #3 – Example Memorandum – Enlisted Promotion Board Announcement

Figure #4 – DA 3356 – Board Member Appraisal Worksheet

Figure #5 – DA 3357 – Board Recommendation

Figure #6 – Example Memorandum – Promotion Board Proceedings for Promotion to SGT and SSG

Figure #7 – Example - Promotion Board Proceedings Approval

Figure #8 – Example – Promotion Standing List

Figure #9 – Example – DA Promotion Point Cutoff Scores

Figure #10 – Example – HQDA Monthly SGT/SSG Promotion Selection Name List

Figure #11 – Example – Request For Removal From the Local Standing List

FOR OFFICIAL USE ONLY

ENLISTED PROMOTION REPORT

UIC: WAZAA1

Date of Report: 20101101

(1)

(2)

(3) SPC/CPL Eligible

(4) NAME	(5) SSN	(6) CURRENT		(7) BASD	(8) TIS	(9) DOR	(10) TIG	(11) PSS	(12) PHY CAT	(13) PROMOTION ACTION		(14) REMARKS
		MOS	RANK							YES	NO	
BROWNY, JAMES	979-04-0215	54B	SPC	20070510	41	20091001	13	Y	A	YES	NO	
JOHNSON, REGINALD	979-75-3313	42A	SPC	20071101	36	20100501	6	Y	A	YES	NO	
SHAW, SHAWN	979-23-1234	54B	SPC	20070901	38	20100101	9	Y	A	YES	NO	
SIMPSON, JULIA	979-01-6777	92Y	SPC	20070401	40	20100401	7	Y	A	YES	NO	

(15) SPC/CPL Eligible with Waiver

NELSON, LAURA	979-35-1122	54B	SPC	20090701	16	20100501	6	Y	A	YES	NO	
---------------	-------------	-----	-----	----------	----	----------	---	---	---	-----	----	--

(16) SPC/CPL Not Eligible for Promotion

BAKER, ISAAC	979-44-0039	71L	SPC	20071101	36	20100401	7	Y	A	YES	NO	ADVERSE ACTION
--------------	-------------	-----	-----	----------	----	----------	---	---	---	-----	----	-------------------

FIGURE 1

FOR OFFICIAL USE ONLY**SGT Eligible**

NAME	SSN	MOS	RANK	BASD	TIS	DOR	TIG	PSS	PHY CAT	PROMOTION ACTION		REMARK S
										YES	NO	
CAMPBELL, PATRICK	979-33-6000	54B	SGT	20031001	85	20081101	24	Y	A	YES	NO	
DREER, JULIE	979-63-9543	54B	SGT	20030701	88	20071201	35	Y	A	YES	NO	
FAMBLE, JOHN	979-11-1301	93C	SGT	20030501	90	20100101	12	Y	A	YES	NO	

SGT Eligible with Waiver

No Soldier Data found for selected UIC

SGT Not Eligible for Promotion

No Soldier Data found for selected UIC

Commander/Authorized Representative
Date

Signature

FIGURE 1 (Cont'd)

EXPLANATION OF UNIT ENLISTED PROMOTION REPORT

- 1) **UIC** – Unit UIC
- 2) **DATE OF REPORT** - The date the report was printed
- 3) **FULLY ELIGIBLE PROMOTION** - Identifies all soldiers for a Rank that are eligible for promotion without a waiver.
- 4) **NAME** – Soldier's Name
- 5) **SSN** – Soldier's social security number
- 6) **CURRENT MOS/RANK** – The MOS/Rank that soldier is holding at the time report is generated.
- 7) **BASD** – Basic Active Service Date
- 8) **TIS** – Time in Service
- 9) **DOR** – Date of Rank
- 10) **TIG** – Time in Grade
- 11) **PSS** – Personal Security Status
- 12) **PHY CAT** – Physical Category
- 13) **PROMOTION ACTION** – Commander will circle YES if the soldier is recommended for advancement or NO if the soldier is not recommended for advancement.
- 14) **REMARKS** – Space allocated for comments.
- 15) **ELIGIBLE WITH WAIVER** - Identifies all soldiers for a Rank that are eligible to compete for a promotion with a waiver.
- 16) **NOT ELIGIBLE FOR PROMOTION**– Identifies all soldiers that are not eligible to compete for promotion

FIGURE 1-1

PROMOTION POINT WORKSHEET				1. TYPE <input checked="" type="checkbox"/> a. Initial <input type="checkbox"/> b. Total Reevaluation		2. DATE (YYYYMMDD) 20100407	
For use of this form, see AR 600-8-19; the proponent agency is DCSPER							
DATA REQUIRED BY THE PRIVACY ACT OF 1974							
AUTHORITY: Title 5 USC, Section 301. PRINCIPAL PURPOSE: To determine eligibility for promotion. ROUTINE USES: Reviewed to determine promotion eligibility and validity of points granted. DISCLOSURE: The furnishing of fraudulent information may result in denial of promotion.							
3. NAME Pierpoint, Patrick J.				4. SSN 123-45-6789		5. RECOMMENDED GRADE SSG	
6. ORGANIZATION HHC, 109th MI Battalion				7. PMOS 42A3			
SECTION A - RECOMMENDATION							
1. MILITARY TRAINING (<i>Maximum 100 Points</i>)							
a. LATEST APFT DATE (YYYYMMDD) 20100212		b. SCORES				c. POINTS AWARDED	
		PUSH-UPS 92	SIT-UPS 88	RUN 100	TOTAL 280	35	
d. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD) 20100301		e. DA FORM USED: DA 3595-R			f. TOTAL HITS 38	g. POINTS AWARDED 48	
h. TOTAL POINTS AWARDED						83	
2. DUTY PERFORMANCE EVALUATION (<i>Maximum 150 Points Award 1-30 Points For Each Category</i>)							
CATEGORY						POINTS AWARDED	
a. COMPETENCE: Proficient, Knowledgeable, Communicates Effectively						30	
b. MILITARY BEARING: Role Model, Appearance, Confidence						28	
c. LEADERSHIP: Motivates Soldiers, Sets Standards, Mission, Concern						30	
d. TRAINING: Individual and Team, Shares Knowledge and Experience, Teaching						29	
e. RESPONSIBILITY AND ACCOUNTABILITY: Equipment, Facilities, Safety, Conservation						29	
f. TOTAL POINTS AWARDED						146	
I certify that the above APFT and weapons qualification scores shown have been extracted from appropriate records and the latest valid scores are in accordance with Army Training Regulations and Army Field Manuals.							
3. SIGNATURE OF COMMANDER			4. TYPED OR PRINTED NAME AND GRADE DAVID PETANO, CPT			5. DATE (YYYYMMDD) 20100407	
SECTION B - ADMINISTRATIVE POINTS							
1. AWARDS, DECORATIONS AND ACHIEVEMENTS (<i>Maximum 100 Points. List all awards individually. Include award number (i.e. 3rd OLC) and the order number.</i>)							
ARCOM, 99-023	20						
AAM (1OLC), 98-111	15						
AAM, 97-212	15						
Cert of Ach, 20050403	5						
Cert of Ach, 20070212	5						
Cert of Ach, 20091212	5						
TOTAL POINTS AWARDED							65

NAME Pierpoint, Patrick J.				SSN 123-45-6789			
SECTION B - ADMINISTRATIVE POINTS (Continued)							
2. MILITARY EDUCATION (Maximum 200 Points. List all military education.)							
BNCOC	30	ACCP (200 Credit Hours)	40				
PLDC	16						
Airborne	12						
Air Assault	8						
COT-Cbt Lifesaver	4						
COT- Driver Training	4						
TOTAL POINTS AWARDED						114	
3. CIVILIAN EDUCATION (Maximum 100 Points. List all civilian education.)							
U of MD (45 SH)	67						
Ed Improvement (College Deg)	10						
TOTAL POINTS AWARDED						77	
I certify that the above administrative points shown have been accurately extracted from appropriate records and that the promotion points indicated are correct.							
4. TYPED OR PRINTED NAME OF RESPONSIBLE OFFICIAL Sharon Green, SSG		5. DATE (YYYYMMDD) 20100422		6. SIGNATURE OF RECOMMENDED INDIVIDUAL (Required)		7. DATE (YYYYMMDD)	
SECTION C - TOTALS							
Only whole numbers will be used in awarding promotion points for all sections (drop fractions). Only initial and total reevaluations require submission of DA Form 3355. Administrative reevaluations and adjustments are submitted on DA Form 4187 and annotated in the Eval/Adj column.							
1. POINTS GRANTED							
ITEM	INITIAL (Date) 20100411	EVAL/ADJ (Date)	EVAL/ADJ (Date)	EVAL/ADJ (Date)	EVAL/ADJ (Date)	EVAL/ADJ (Date)	EVAL/ADJ (Date)
a. TOTAL PERFORMANCE EVALUATION AND MILITARY TRAINING POINTS - SECTION A (Maximum 250 points)	229						
b. TOTAL ADMINISTRATIVE POINTS - SECTION B (Maximum 400 points)	256						
c. TOTAL BOARD POINTS (Maximum 150 points)	143						
d. TOTAL PROMOTION POINTS (Maximum 800 points)	628						
2. INITIALS OF RESPONSIBLE PSB OFFICIAL							
SECTION D - CERTIFICATION							
I certify that the above total points shown have been accurately extracted from appropriate records and promotion list points indicated are correct.							
1. RECOMMENDED BY BOARD <input type="checkbox"/> YES <input type="checkbox"/> NO				2. ATTAINED MINIMUM POINTS <input type="checkbox"/> YES <input type="checkbox"/> NO			
3. TYPED OR PRINTED NAME AND SIGNATURE OF BOARD RECORDER Jason Richards				4. GRADE CPL		5. DATE (YYYYMMDD) 20100415	
I certify that the soldier has been recommended for promotion by a valid promotion board.							
6. TYPED OR PRINTED NAME OF PROMOTION AUTHORITY Lisa A. Adcock, LTC				7. SIGNATURE		8. DATE PROCEEDINGS WERE APPROVED (YYYYMMDD) 20100415	
Counseling statement: I have been counseled on my promotion status and deficiencies. (Use only when recommendation is disapproved, when a soldier is not selected by a board, or when a soldier cannot be added to the recommended list due to not attaining the minimum required points).							
9. SIGNATURE OF SOLDIER		10. DATE (YYYYMMDD)		11. TYPED OR PRINTED NAME AND SIGNATURE OF COUNSELOR			

**DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
109th MILITARY INTELLIGENCE BATTALION
FORT DEFENSE, VA 12345**

AFZZ-XY-Z

20 February 2010

MEMORANDUM FOR RECORD

SUBJECT: Enlisted Promotion Board

1. The 109th Military Intelligence Battalion April 2010 Enlisted Promotion Board will be held at 1000 hours on 15 April 2010. The following individuals are appointed as board members with their assigned board areas.

CSM Lockhart

President

1SG Hopkins

Member

Chain of Command, Customs and Courtesies, and Military Leadership/ Counseling, Land Navigation

MSG Johnson

Member

Military Justice, Drill and Ceremonies, and Basic Weapons

MSG Thicklen

Member

Fort Defense History, Battle Focus Training, Military Programs, Field Sanitation, and Hygiene

MSG Harris

Member

Fort Jackson History, Battle Focus Training, Military Programs, Field Sanitation, and Hygiene

MSG Gular

Member

Military Uniform, NBC, and First Aid

CPL Richards

Recorder - Without Vote

2. Uniform for board members and supervisors will be the BDU Uniform. Uniform for Soldiers appearing before the board will be the Class A uniform with all authorized awards and decorations. Board members and candidates will report NLT 15 minutes prior to the start of the board.

FIGURE 3

AFZZ-XY-Z

SUBJECT: Enlisted Promotion Board

3. Soldiers scheduled to appear before the enlisted promotion board:

To SSG:

<u>NAME</u>	<u>PMOS</u>	<u>Time</u>
Annette Bush	92Y	1000hrs.
Patrick Pierpoint	42A	1030hrs.
Thomas White	92Y	1100hrs.

To SGT:

<u>NAME</u>	<u>PMOS</u>	<u>Time</u>
Ginger Black	42L	1130hrs.
Donald Simpson	63B	1200hrs.
John White	42L	1230hrs.
Ursula Williams	31R	1300hrs.

LISA A. ADCOCK
LTC, MI
Commanding

FIGURE 3 cont.

BOARD MEMBER APPRAISAL WORKSHEET <small>For use of this form, see AR 600-8-19; the proponent agency is DCSPER.</small>					
1. NAME Pierpoint, Patrick		2. RECOMMENDED GRADE SSG		3. RECOMMENDED MOS 42A3O	
4. Board Interview and Evaluation and Points Awarded					
AREAS OF EVALUATION	AVERAGE (1-7 Points)	ABOVE AVERAGE (8-13 Points)	EXCELLENT (14-19 Points)	OUTSTANDING (20-25 Points)	TOTAL POINTS
a. Personal Appearance, Bearing, and Self-Confidence			19		19
b. Oral Expression and Conversational Skills				22	22
c. Knowledge of World Affairs			18		18
d. Awareness of Military Programs				25	25
e. Knowledge of Basic Soldiering (<i>Soldier's Manual</i>) (<i>See note.</i>)				25	25
f. Soldier's Attitude (<i>includes leadership and potential for promotion, trends in performance, etc.</i>)				25	25
g. TOTAL POINTS AWARDED					134
NOTE: Questions concerning the knowledge of basic soldiering will be tailored to include land navigation, survival, night operations, inclement weather operations, adverse environment, and terrain.					
5. REMARKS					
6. <input checked="" type="checkbox"/> I DO <input type="checkbox"/> I DO NOT Recommend the Soldier for Promotion					
7. SIGNATURE OF BOARD MEMBER			8. RANK		9. DATE (YYYYMMDD)

Figure 4

BOARD RECOMMENDATION For use of this form, see AR 600-8-19; the proponent agency is DCSPER.									
1. NAME Pierpoint, Patrick			2. SSN 123-45-6789		3. RECOMMENDED GRADE SSG		4. RECOMMENDED MOS 42A30		
5. BOARD MEMBER'S APPRAISAL WORKSHEET RESULTS									
BOARD MEMBER'S NAME	RECOMMENDED		POINTS AWARDED (Transfer from DA Form 3356, Items 4a through 4g)						BOARD MEMBER TOTAL G
	YES	NO	A	B	C	D	E	F	
1SG Hopkins	X		19	22	18	25	25	25	134
MSG Johnson	X		25	24	25	23	25	25	147
MSG Thicklen	X		25	23	25	24	25	25	147
MSG Harris	X		25	23	25	22	25	25	145
MSG Gular	X		24	24	25	23	25	25	146
6. COMBINED BOARD POINTS									719
7. DIVIDE TOTAL IN ITEM 6 BY THE NUMBER OF VOTING BOARD MEMBERS TO OBTAIN POINTS AWARDED									143.80
8. Individual <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT Recommended for promotion by a majority of the board members.									
9. REMARKS									
10. TYPED OR PRINTED NAME AND SIGNATURE OF RECORDER Jason Richards					11. RANK CPL		12. DATE (YYYYMMDD) 20100415		

Figure 5

**DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
109th MILITARY INTELLIGENCE BATTALION
FORT DEFENSE, VA 12345**

AFZZ-XY-Z

15 April 2010

MEMORANDUM FOR Commander, 109th MI Battalion, Fort Defense, VA 12345

SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

1. The 109th MI Battalion, Fort Defense, VA Enlisted Promotion Board convened at 0800 hours, 15 April 2010 in accordance with AR 600-8-19, Chapter 3, to review records and interview personnel for promotion to SGT and SSG.

2. The following members were present:

**CSM Rose Lockhart – President
1SG Christopher Hopkins – Member
MSG Timothy Johnson – Member
MSG Audrey Thicklen – Member
MSG James Harris – Member
MSG Kevin Gular – Member
CPL Jason Richards – Recorder without vote**

3. Of those considered for promotion, the following soldiers were recommended for promotion by a majority of voting promotion board members and attained promotion scores equal to or greater than the minimum scores required to attain recommendation list status:

a. To SSG:

Name	SSN	RMOS	Admin Pts	Bd Pts	Total Pts
Annette Bush	234-65-1212	92Y	550	150	700
Patrick Pierpoint	123-45-6789	42A	485	143	628

b. To SGT:

Name	SSN	RMOS	Admin Pts	Bd Pts	Total Pts
Donald Simpson	456-55-9332	63B	600	149	749
Ursula Williams	231-43-1245	31R	380	150	530

FIGURE 6

AFZZ-XY-Z

SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

4. The following soldiers were considered but not recommended for promotion. These individuals will be counseled in accordance with AR 600-8-19.

a. To SSG:

Name	SSN
Thomas White	645-06-3654

b. To SGT:

Name	SSN
John Black	343-33-4444
Ginger Brown	444-24-2424

5. The board adjourned at 1650 hours on 15 April 2010.

6. Recommendation: That the soldiers listed in paragraph 3 be integrated into the recommended list.

2 Encls

- 1. Promotions Board Appointment**
- 2. Promotion Packets**

ROSE LOCKHART
CSM, USA
(President of the Board)

FIGURE 6 (Cont'd)

**DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
109th MILITARY INTELLIGENCE BATTALION
FORT DEFENSE, VA 12345**

AFZZ-XY-Z

15 April 2010

**MEMORANDUM FOR Commander, 18th Personnel Services Battalion, Fort Defense,
VA 12345**

SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

The Board Proceedings dated 15 April 2010 is approved.

**LISA A. ADCOCK
LTC, MI
Commanding**

FIGURE 7

FOR OFFICIAL USE ONLY

AS OF : 1 JUNE 2010

PAGE 1 OF 1

RECOMMENDED LIST FOR PROMOTION OF ENLISTED PERSONNEL

UIC: WAZAA1 109th Military Intelligence Battalion

PREPARED FOR: TOM E. CHASE

LOCAL PHONE NUMBER 551-1222

DSN PHONE NUMBER 223-1222

----- PROMOTION POINT DATA -----

NAME	SSN	PGRAD	BASD	PROG MOS	CURRENT PTS	DATE	PTS	PREVIOUS DATE	ETS
------	-----	-------	------	-------------	----------------	------	-----	------------------	-----

TO PAY GRADE E-6 SECONDARY ZONE

LEE JAMES	978-44-9333	SGT	060512	73C3	700	1003			141208
-----------	-------------	-----	--------	------	-----	------	--	--	--------

TO PAYGRADE E-6 PRIMARY ZONE

HORNE JOHN	978-22-5343	SGT	021125	42A3	750	0909			120405
------------	-------------	-----	--------	------	-----	------	--	--	--------

TO PAY GRADE E-5 SECONDARY ZONE

MOTO AARON	978-65-3433	SPC	080515	63B2	464	1003			140601
------------	-------------	-----	--------	------	-----	------	--	--	--------

TO PAY GRADE E-5 PRIMARY ZONE

MARTIN JACK	978-46-4555	CPL	070614	96B2	505	0905			120402
KING ASHLEY	978-44-2333	SPC	070513	92Y2	500	0911	455	0904	130923

FIGURE 8

**DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
ALEXANDRIA, VA
22332-0443**

AHRC-MSP-E (600-200d)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DA Promotion Point Cutoff Scores for 1 February 2004 and Junior Enlisted Issues

1. References: [AR 600-8-19](#), dated 2 May 2003, Enlisted Promotions and Reductions.
2. Work Analysis and Integration.
 - a. Purpose: To reinforce current procedures concerning above subject.
 - b. Function: Enlisted Promotions, Advancements and Reductions.
 - c. Task: Process monthly HQDA promotion point cutoff scores and enlisted promotion issues.
3. Soldiers who are otherwise eligible and held recommended list status as of 31 December 2003 and who meet or exceed the cutoff score at Enclosure 1 and the criteria listed below, may be promoted effective 1 February 2004 as follows:
 - a. To SSG primary zone: SGT with a BASD of 1 February 1997 or earlier.
 - b. To SSG secondary zone: SGT with a BASD from 2 February 1997 to 1 February 2000.
 - c. To SGT primary zone: CPL/SPC with a BASD of 1 February 2001 or earlier..
 - d. To SGT secondary zone: CPL/SPC with a BASD from 2 February 2001 to 1 August 2002.
4. Eligible soldiers who meet the following criteria may appear before a promotion board in February 2004 as follows:
 - a. To SSG primary zone: SGT with a BASD of 1 April 1997 or earlier (82 months AFS).
 - b. To SSG secondary zone: SGT with a BASD from 2 April 1997 to 1 April 2000 (81 to 46 months AFS).
 - c. To SGT primary zone: CPL/SPC with a BASD of 1 April 2001 or earlier (34 months AFS).
 - d. To SGT secondary zone: CPL/SPC with a BASD from 2 April 2001 to 1 October 2002 (33 to 16 months AFS).
5. Promotion point scores for soldiers attaining recommended list status for promotion during the month of February 2004 will be effective 1 April 2004.
6. The Airborne Promotion Advantage (APA) will be applied to the MOSs listed in Enclosure 2 for 1 February 2004.
7. [SPC Waiver Information](#): The Directorate of Military Personnel Policy (DMPP), Army G1 has announced the variable specialist waiver ceiling percentage is 17%, IAW AR 600-8-19, paragraph 2-5d(4).

FIGURE 9

8. REMINDERS/GENERAL INFORMATION: a. Execution of Promotion IAW MILPER Msg 04-037: Enlisted Promotion Branch ran a query on 9 Jan 04 and over 1800 soldiers were still on the on the promotion selection

by-name list with an effective date of 1 Jan 04 or earlier. IAW the suspension of the linkage of NCOES to promotion pin-on announced by MILPER Msg 04-037 these soldiers were to be promoted with an effective date and DOR of 1 Jan 04 if they were otherwise eligible but lacked the required NCOES. Promotion work centers are directed to review the roster posted at

https://www.perscomonline.army.mil/select/StillonSgtSsgList_9Jan04.xls and resolve these promotions NLT 31 Jan 04.

b. Clarification of Civilian Education in AR 600-8-19, para 3-52: Promotion points are authorized for civilian education conducted at a U.S. Department of Education recognized nationally or regionally accredited institution. These recognized educational institutions are listed in the American Council of Education (ACE) published *Accredited Institutions of Postsecondary Education* guide. Soldiers and promotion work centers should contact the local education center for assistance.

c. Clarification of MILPER message 04-037: Suspension of conditional promotion does not mean Soldiers who are not NCOES graduates are ineligible for promotion. Effective 1 January 2004, the NCOES linkage for promotion to SGT (PLDC), SSG (BNCOC), and SFC (ANCOC) is suspended. Specialists may be boarded and promoted without any NCOES. Sergeants must be PLDC graduates prior to being boarded for SSG. Staff Sergeants must be BNCOC graduates prior to being promoted to SFC. Provided otherwise eligible (i.e. meet service remaining requirement for promotion to SSG, not flagged or reenlistment ineligible), all soldiers whose names appear on the monthly promotion selection by-name list will be promoted on the effective date of promotion except Soldiers whose promotion was suspended due to prior NCOES failure or who were not granted a conditional promotion. These soldiers will be promoted with a date of rank and effective date of 1 Jan 04.

d. Promotion of Soldiers in Deployed Locations: The parent and servicing promotion work centers must coordinate and establish viable procedures to ensure soldiers are promoted without delay. The custodian of the promotion packet must validate soldiers' promotion scores prior to publishing promotion orders and submitting promotion transactions.

e. Clarification of AR 600-8-19, paragraph 3-49b(2): Soldiers with a temporary profile which prohibits taking one or more events of the APFT and who are cleared by the appropriate officials to take the APFT will have their APFT scores computed for promotion points based on the criteria established in paragraph 3-49b(1).

f. Clarification of ASIs awarded due to MOS restructuring: Soldiers awarded an ASI due to MOS restructuring are not authorized to receive promotion points. Subsequent attendance and successful completion of an ASI producing course that is not required to hold qualification in a MOS is valid for the awarding of promotion points.

9. All SGT/SSG promotion input will be entered through EDAS; however, all reductions will be process by the BNS1 via eMILPO.

BY THE ORDER OF THE SECRETARY OF THE ARMY:

2 Encls

1. 1 Feb 04 Cutoff Scores
2. APA/STAR MOSs

/s/
LINDA B. DAVIS
Sergeant Major, USA
Chief, Enlisted Promotions,
Promotions Branch

FIGURE 9 (Cont'd)

- Cutoff Score Contents (sorted by MOS) -

MOS	<u>PROMOTION QUALIFICATION SCORES</u>											
	CUTOFF SCORES				ELIGIBLES ON LIST				PROMOTIONS (EST)			
	...SGT...		...SSG...		...SGT...		...SSG...		...SGT...		...SSG...	
	PZ	SZ	PZ	SZ	PZ	SZ	PZ	SZ	PZ	SZ	PZ	SZ
42A	649	651	790	790	604	79	751	380	29	11	7	8
42F	798	798	*	*	67	16	*	*	0	0	*	*
42L	798	798	798	798	973	76	758	142	2	0	7	1
44B	686	798	*	*	76	3	*	*	1	0	*	*
44E	798	798	798	798	35	4	139	14	0	0	3	1
45B	798	798	*	*	34	2	*	*	0	0	*	*
45D	350	350	*	*	0	0	*	*	0	0	*	*
45E	(SEE 63A)		*	*	(SEE 63A)		*	*	SEE 63A)		*	*
45G	798	798	*	*	17	1	*	*	0	0	*	*
45K	350	350	577	650	4	0	48	12	4	0	4	1
45T	(SEE 63M)		*	*	(SEE 63M)		*	*	SEE 63M)		*	*
46Q	350	350	450	450	1	3	0	2	1	3	0	2
46R	420	420	450	450	2	5	1	1	1	4	1	1

FIGURE 9 (Cont'd)

HQDA Monthly SGT/SSG Promotion Selection Name List (Selected for 1 Apr 2010 Promotion)
TO SERGEANT

The following soldiers appear on the HQDA Monthly SGT/SSG Promotion Selection Name List and have been selected for Promotion for 1 April 2010. They should contact their Battalion S1, Personnel Service Battalion or Military Personnel Division to determine if they are qualified for promotion on 1 April 2010.

ABDALLAH DESAREE LYNNE	SPC	92A	20100401
ABDON ROXANA MENDOZA	SPC	96U	20100401
ABDULLAH BRYAN	SPC	31B	20100401
ABERNATHY SILVESTER DAMON	SPC	92A	20100401
ABERNETHY ELIJAH II	SPC	19D	20100401
ABRAM LARRY EUGENE	SPC	31B	20100401
ABREU LEONARDO JOSE	SPC	31F	20100401
ABRON JESSE JOHN	SPC	31B	20100401
ACEVEDO SALEEM MOHAMMAD JR	SPC	98J	20100401
ACEVEDO HARDENIO MENDOZA JR	SPC	21T	20100401
ACOSTA MUHAMMADUN HASAN	SPC	11B	20100401

HQDA Monthly SGT/SSG Promotion Selection Name List (Selected for 1 Apr 2010 Promotion)
TO STAFF SERGEANT

The following soldiers appear on the HQDA Monthly SGT/SSG Promotion Selection Name List and have been selected for Promotion for 1 April 2010. They should contact their Battalion S1, Personnel Service Battalion or Military Personnel Division to determine if they are qualified for promotion on 1 April 2010.

ACEVEDO DANNY RAYE II	SGT	19K	20100401
ACOSTA GEORGE THOMAS JR	SGT	11B	20100401
ADJEPONG CARLO ANDAL	SGT	73D	20100401
ADKINS JOSE LUIS	SGT	31D	20100401
AGOSTO BRYAN HAROLD	SGT	96B	20100401
AGUILAR JOANN	SGT	14R	20100401
AGUILERACANO AMANDA ADDAE	SGT	42L	20100401
AINSWORTHJETER JULIO	SGT	42L	20100401
ALBINODIAZ JOSE	SGT	74D	20100401
ALCAZAR JORGE ENRIQUE	SGT	31R	20100401
ALEXANDER SHAWN NICHOLAS	SGT	11B	20100401
ALLEN RAMIRO	SGT	11B	20100401

FIGURE 10

Copy 1

Circle the appropriate copy designator

Copy 2

Copy 3

Copy 4

PERSONNEL ACTION			
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397. PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (<i>Section III</i>). ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier. DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.			
1. THRU (<i>Include ZIP Code</i>) Commander 109th Military Intelligence Battalion Fort Defense, VA 12345	2. TO (<i>Include ZIP Code</i>) Commander 19th Personnel Service Battalion ATTN: Promotions Section Fort Defense, VA 12345	3. FROM (<i>Include ZIP Code</i>) Commander HHC, 109th Military Intelligence Battalion Fort Defense, VA 12345	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (<i>Last, First, MI</i>) Notosharp, William	5. GRADE OR RANK/PMOS/AOC SPC / 96B1O	6. SOCIAL SECURITY NUMBER 123-45-6789	
SECTION II - DUTY STATUS CHANGE (<i>AR 600-8-6</i>)			
7. The above soldier's duty status is changed from _____ to _____ _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (<i>Check as appropriate</i>)			
<input type="checkbox"/> Service School (<i>Enl only</i>)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (<i>Enl only</i>)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (<i>Enl only</i>)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (<i>Specify</i>) Removal From the Local Standing List	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (<i>When required</i>)			10. DATE (YYYYMMDD)
SECTION IV - REMARKS (<i>Applies to Sections II, III, and V</i>) (<i>Continue on separate sheet</i>)			
Request that Soldier be removed from the Local Promotion Standing List in accordance with AR 600-8-19, para 3-28b(3). Soldier has been enrolled in the Army's Weight Control Program.			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (<i>Section II</i>) or that the request for personnel action (<i>Section III</i>) contained herein -			
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE GULLETT, WAYNE, CPT, MI, Commanding	13. SIGNATURE	14. DATE (YYYYMMDD)	